



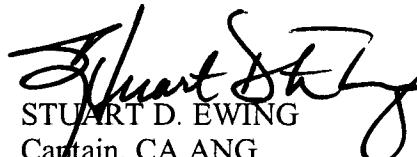
**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 05-09

06 Jan 05

**FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS)
RETIREMENT SEMINAR FOR TECHNICIANS**

1. Planning for retirement should begin early in a technician's career; this is especially true for technicians covered under the Federal Employees Retirement System (FERS). **If you have been recently employed as a technician, if you are close to retirement or anywhere in between**, there are several things you should do well in advance of your planned retirement. Did you know that health and life insurance benefits must be carried continuously for five years prior to retirement to be eligible to continue coverage in retirement or that it is possible to receive credit for military service for retirement? There are many other important components to your FERS retirement that you need to know about before retiring.
2. In order to reach as many technicians as possible, the Directorate for Human Resources is conducting two FERS retirement seminars in February 2005. One seminar will be held on 15 – 16 February 2005; the other will be held 16 – 17 February 2005. The seminars will be held in the Sacramento area at Hallmark Suites, Rancho Cordova, CA.
3. Attendance is first come first serve and is only open to technicians covered under FERS. Your request must be received no later than the close of business, 4 February 2005. If you wish to attend a seminar, complete DD Form 1556 (Authorization, Agreement, Certification of Training and Reimbursement) and Army technicians should attach a request for orders. Upon acceptance of DD Form 1556, a confirmation letter will be sent to you with instructions needed for attending the seminar.
4. Questions may be directed to the following Employee Development Specialists, Marjorie Rodriguez at (916) 854-3493, DSN 466-3493 or CAGNET 63493; and 1SGT John Presnall at (916) 854-3548, DSN 466-3548 or CAGNET 63548.


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